



CITY OF LONG BEACH EMPLOYMENT OPPORTUNITY

Community Program Specialist I (Permanent Full- Time/Unclassified)
Life Coach - Life Coaching and the Fundamentals of Fatherhood Program
Community Health Bureau
\$21.407 - \$29.070 per hour
DEPARTMENT OF HEALTH & HUMAN SERVICES

POSITION:

The Department of Health and Human Services is recruiting for a Community Program Specialist I to work as the Life Coach for the Life Coaching and Fundamentals of Fatherhood Program (LCFFP) in the Community Health Bureau. The LCFFP addresses the lack of resources available to low-income fathers in the City of Long Beach (CLB) to ensure that children are healthy, safe and emotionally secure. The LCFFP aims to improve father involvement through a comprehensive project that creates responsible fatherhood by increasing the economic stability of fathers, increasing their emotional wellbeing and ability to connect with their children, as well as healthy co-parenting relationships. Reporting to the Program Manager, the Life Coach's primary duties are to facilitate participant involvement in LCFFP and develop plans with clients to promote and assist them with program completion. This position will work out of the Center for Families and Youth, located at 6335 Myrtle Avenue, Long Beach, CA 90805.



EXAMPLES OF DUTIES:

- Engages and outreaches to fathers to encourage program participation and maintain the program's project enrollment target.
- Reviews and maintains client and program files and performance benchmarks for participants.
- Generates reports to monitor program participant progress on an on-going basis.
- Participates in weekly meetings with supervisor to review client progress and grant deliverables.
- Develops customized plans with clients to create goals and enhance success in the program.
- Coordinates and facilitates monthly father orientations and meetings.
- Assists and provides support for the Fatherhood Advisory Board.
- Links and refers fathers to services in the community.
- Presents on and participates in the dissemination of information for the program.
- Performs other duties as assigned.

QUALIFICATIONS:

- A Bachelor's degree in social work, public health, psychology or a related field is required. Specific experience for the duties of the position may be substituted for the required education on a year- for- year basis.
- Minimum of one (1) year of professional experience working with families in a social service capacity.
- A valid California motor vehicle license.

SUCCESSFUL CANDIDATE WILL DEMONSTRATE:

- Ability to navigate and learn technology and social media marketing.
- Familiarity with community resources.
- Understanding the underlying needs of clients.
- Ability to work independently and meet program targets.
- Excellent customer service and interpersonal skills.
- Familiarity and understanding of project's target population.
- Willingness to work evenings and weekends.

APPLICATION PROCESS:

This recruitment will close at 4:30 p.m. (Pacific Time) on Friday, April 22, 2016. To be considered, please email a letter of interest, and resume to the email address below. Please include "Req HE16-063 CH COMMUNITY PROGRAM SPECIALIST I CFY" in the email subject line.

LBDHHS-JobApplications@longbeach.gov

Resumes will be reviewed for depth and breadth of experience, and for level and relatedness of education. The most qualified candidates will be invited to participate in further selection procedures. Applicants who do not meet the minimum requirements will not be considered.

(Req. HE16-063)

The City of Long Beach is an Equal Opportunity Employer. We value and encourage diversity in our workforce.

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, or if you would like to request this information in an alternative format, please call (562) 570-4009. Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public.